**Vice** **President**

The Vice President is responsible in supporting the Centre President in providing strong leadership to the Centre Committee. Ensuring the Centre sets and meets its goals and objectives in accordance with the Centre rules and completes all legal and compliance obligations.

**Role and Responsibilities**:

* Assist the Executive Committee Members in the discharge of their duties.
* Endorse correspondence, cheques, financial reports and other documentation as appropriate.

**Various duties of the Vice President may include:**

* In the absence of the President, chair committee meetings, annual general meetings, and special meetings.
* Be responsible for duties generally held by the President if the President is absent.
* Be responsible to raise concerns with the President where they arise.
* Apply for, and manage, grants as decided upon by the centre committee.
* Assist in the development of partnerships with other centres, Little Athletics NSW, potential sponsors, and funding organisations.
* Other duties as nominated by the President and/or committee.